

**Report Date:** 31 Aug 2015

**Summary Report for Individual Task  
805C-420-7005  
Coordinate Theater Postal Operations  
Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the Fort Jackson / USASSI foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** You are the Human Resources (HR) Technician assigned to a Postal Operations Division (POD) or Military Mail Terminal (MMT) and are preparing to deploy. You will coordinate postal planning, and technical support to units within the area of responsibility (AOR). You have access to HR enabling systems and the references listed on the enclosed table. Some iterations of this task should be performed in MOPP 4.

**Standard:** Coordinate a postal operations plan that supports 100% of all assigned and attached units in theAOR. Establish a Postal Operations SOP that includes all phases of deployment.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Sometimes

<b>Task Statements</b>
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**Cue:** You will coordinate postal planning and technical support to units within the area of responsibility.

DANGER

None

WARNING

None

CAUTION

None

**Remarks:** None

**Notes:** None

## **Performance Steps**

1. Define Theater-level Postal Operations.
  - a. Extension of the United States Postal Service (USPS).
    - (1) U.S. Military Services personnel.
    - (2) Department of Defense (DoD) and Department of the Army (DA) civilians.
    - (3) Contractors Authorized to Accompany the Force (CAAF).
  - b. Provide postal services to authorized personnel.
  - c. Network of military human resources (HR) organizations.
  - d. Conduct IAW laws, regulations, and established procedures.
2. Describe the correct mail flow from the Continental United States (CONUS) to deployed locations.
  - a. Transported via USPS from the mail receptacle to the U.S. Postal Processing Center.
  - b. Transported via USPS to the nearest postal Gateway.
  - c. Leaves USPS control at the Gateway and enter the Military Postal System (MPS).
  - d. Transported via U.S. flag carrier or U.S. registered ship to the nearest Military Mail Terminal (MMT) based on zip code.
  - e. Sorted by zip code at the MMT and shipped to the supporting Army Post Office (APO).
  - f. Sorted at the APO by unit and picked up by unit mail personnel (S-1).
  - g. Sorted by S-1 personnel by Unit Mail Room (UMR) and delivered to recipient.
3. Correlate Standard Reporting Code (SRC) 12 and supporting HR staff elements postal responsibilities.
  - a. Military Postal Service Agency (MPSA).
    - (1) Executive Agent for all services.
    - (2) Single DoD point of contact with the USPS and other government agencies on MPS policy and operational matters.
  - b. Joint Military Postal Activity (JMPA).
    - (1) Single DoD point of contact with USPS at postal Gateways.
    - (2) Coordinates mail transportation and routing schemes.
    - (3) Maintains Military Zip Code database.
  - c. Army Service Component Command (ASCC) G-1.

- (1) Develops postal policies, priorities, and guidelines.
- (2) Monitors theater postal operations.
- (3) Processes requests for APO activation / deactivation.

d. Human Resources Sustainment Center (HRSC).

- (1) Operates an Area of Responsibility (AOR) locator system and redirect services.
- (2) Establishes procedures for casualty mail operations.
- (3) Determines the location and function of AOR postal units.
- (4) Consults with JMPA to develop mail routing instructions and procedures for optimum mail delivery in theater.
- (5) Coordinates for AOR level postal supplies and equipment.
- (6) Conducts Postal Inspections/ Audits.

e. Human Resources Operations Branch (HROB).

- (1) Provide postal technical guidance to HR Companies.
- (2) Develops postal Key Performance Indicators.
- (3) Serves as integrator between the HRSC and assigned / attached HR organizations.
- (4) Serves as integrator between supporting units (G-1/AG and S1) and sustainment organizations for the execution of external HR support.

f. Military Mail Terminal (MMT) Team.

- (1) Provides the Army component of a Joint MMT at the inter-theater APOD.
- (2) Processes incoming mail.
- (3) Dispatches mail to CONUS.

g. HR Company.

- (1) Provide mission command and technical support to all assigned and attached postal and HR platoons.
- (2) Oversees training and readiness of all assigned or attached postal platoons.
- (3) Provide HR manpower in support of the MMT.
- (4) Coordinates external support functions such as life support, force protection, transportation and logistics.
- (5) Provide logistical and maintenance support to all assigned or attached postal platoons.

(6) Provides execution planning and current operations tracking for postal operations.

h. Postal Platoon.

(1) Provides postal support to all individuals and units in an assigned area or serves as an element of an MMT.

(2) Provides postal finance services.

(3) Processes, sorts, and dispatches mail.

(4) Receives and processes outgoing mail.

4. Define Special Mail Handling Categories.

a. Official mail.

b. Accountable mail.

c. Contaminated / suspicious mail.

d. Casualty mail.

e. Enemy Prisoner of War (EPW) mail.

f. "Free" mail.

g. International mail.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Defined Theater-level Postal Operations.			
2. Described the correct mail flow from CONUS to deployed locations.			
3. Correlated SRC 12 and supporting HR staff elements postal responsibilities.			
4. Defined Special Mail Handling Categories.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-3	Unit Postal Operations	Yes	No
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	ATP 1-0.2	Theater-Level Human Resources Support	Yes	No
	DOD 4525.6-C	DoD Postal Supply Catalog	No	No
	DOD 4525.6-M	DoD Postal Manual	Yes	Yes
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	Yes

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None